

Subject: 2010 Feb SL Update

State Library Update

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In this issue:

- The State Library offers **training** to state employees to enhance your ability to do your job well
- Discover Iowa by browsing the State Library's **Iowa Collection**
- It's **tax time** again - here's where to find forms on-line or in paper
- 8,000 documents are now included in **Iowa Publications Online**
- The Law Library offers access to the **WestLaw** database at two dedicated workstations

The State Library again will offer its popular series of **classes during National Library Week**, April 14-18. Class topics focus on finding the information you need to do your job well. Each class is 50 to 60 minutes long and is held in the Forrest Spalding Room-310 on the third floor of the Ola Babcock Miller Building in Des Moines. There is no charge for the classes.

This year brings an emphasis on classes to help you find data created by state agencies. Additional sessions will help you improve your internet searching skills, use databases to find thousands of full-text journal and research articles, understand the open meeting and open records laws, use the *Iowa Administrative Code* online and much more.

Watch for the next *State Library Update* for details on the classes and registration.

The State Library collects non-fiction books about Iowa and Iowans for the **Iowa Collection**. From vibrant cities to serene small towns and unique scenery, discover the history, heritage, people,

pastimes, and nature of the Hawkeye State. To discover books in the Iowa Collection, go to www.statelibraryofiowa.org/services/iacoll.

These books can be checked out from the State Library. Any Iowan can register for a State Library card at www.statelibraryofiowa.org/services/state-library-card. State employees can request that books be sent directly to their offices by clicking on the **Request Item** button alongside the title of the book in our online catalog. Follow the links from the Iowa Collection page.

Copies of the **Iowa 1040** long form book and a limited number of the **1040ES** long forms, **41-004** forms (Schedules A & B Itemized Deductions, Interest and Dividend Income), and **41-104** forms (Itemized Deductions Worksheets) are available from the reference area of the State Library's Main Library located at 1112 E. Grand Ave. in the Miller Building.

The State Library no longer carries copies of federal tax forms and publications, but downloadable forms are available online. All Iowa tax forms and publications are also available online.

Federal tax forms and publications:

www.irs.gov/

Iowa Individual Income Tax Forms:

www.iowa.gov/tax/forms/indinc.html

Additional tax forms, instructions, and publications can also be found on this page from the University of Iowa Libraries:

<http://guides.lib.uiowa.edu/taxes>

For State Library hours and location go to www.statelibraryofiowa.org/about.

Iowa Publications Online captures and archives the digital documents produced by state government agencies for public use.

Iowa Publications Online (IPO) <http://publications.iowa.gov/> has reached a milestone of 8,000 digital documents. The first online documents were deposited in the summer of 2003. Since then, the number of documents added monthly has steadily increased. IPO's depository is open to anyone wanting to use state documents.

In addition to collecting state publications created digitally, State Library staff have scanned, digitized, and added several high-demand paper documents to IPO. One of the most recent was the digitization of the two volume set of books - *The Debates of the Constitutional Convention of the State of Iowa, assembled in Iowa City on January 19, 1857* www.statelibraryofiowa.org/services/law-library/iaconst/iaconstdebates. These books were of special interest to many after a recent ruling by Iowa's Supreme Court regarding same sex marriage in Iowa. The State Library will continue to expand IPO as more state government agencies meet increasing requirements to produce their documents in digital format.

The Law Library has two dedicated terminals for its customers who use the **WestLaw** database for legal research. Many enhancements to the service have been purchased which are specifically geared to the needs of state employees.

One example is **Regulation Plus** which features live links between sections of the *Code of Iowa*, the *Iowa Administrative Code* and the *Code of Federal Regulations*. If you haven't had the opportunity to work with the advanced systems within Westlaw, you should stop in and check them out as there are many other enhancements which bring added value to the service.

The Law Library is open 8:00 a.m. to 4:30 p.m., Monday-Friday, except state holidays. It's located on the second floor of the Capitol. For more information visit www.statelibraryofiowa.org/services/law-library, email law@lib.state.ia.us, or phone 515-281-5124 or 800-248-4483.

Other services that the State Library offers its customers:

- Think "all information is free online"? Think again! Did you ever try to get an article from the *Des Moines Register* that is more than a week old? Many newspaper and journal articles, research papers, and other publications are only available for a fee. The State Library offers its customers access to thousands of full-text articles and publications through its online subscription databases. Visit www.statelibraryofiowa.org/services/resources/index to see the resources available to you. Sources include access to the *Des Moines Register* and thousands of journal titles as well as the *Sanborn Digital Map* collection for Iowa.
- Access to the databases is with your State Library card number. Any Iowan can register for a card online at www.statelibraryofiowa.org/services/state-library-card.

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